**Concept Note Template**

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| **Document Guidance** |

Please use this form to clearly outline your concept, anticipated outcomes, and all other requested details. Your concept note should not exceed six (6) pages. Keep your responses concise and focused to ensure clarity.

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| **Important Guidance:**  Please carefully review the conditions below to understand the scope and limitations of this funding:  Language and Format: Submit your concept note either in English (Nigeria) or French (DRC) using the appropriate templates. Documents must be submitted as Microsoft Word (doc or .docx) or PDF files.  Sharing and Disclosure: Please be aware that we may publicly share general information about funded projects on Umbrella Fund websites, in press releases, or through other promotional materials. Additionally, the information you provide (verbally or in writing) may be shared with third parties, including external reviewers, key partners, and co-funders.  Acceptance of Terms and Conditions: By submitting or collaborating on a concept note, you confirm that you have read, understood, and agreed to these terms and conditions.  For questions, guidance, or further support, please contact the Umbrella Fund team at [team@umbrellafund.org](mailto:team@umbrellafund.org). |

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| **General Information** |

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| Concept Note Title |  | | |
| Proposed Concept Amount (USD) |  | | |
| Proposed Start Date |  | Proposed End Date |  |

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| **Applicant Information** |

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| Organization Legal Name |  | | |
| Street Address 1 |  | Contact Name |  |
| Street Address 2 |  | Contact Title |  |
| City |  | Contact Email |  |
| State |  | Contact Phone |  |
| Country |  | Website (if applicable) |  |
| Proposal Submitted By (Name) |  | Proposal Submission Date |  |

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| **Project Description: Background, Concept, and Proposed Approach** |

Provide a clear background to the problem you aim to address. Describe your proposed concept, including your overall approach and methodology to achieve the project's intended outcomes. Additionally, outline a timeline highlighting key activities and milestones for implementing your proposed approach.

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### Results: Outcomes and Outputs

Clearly identify the primary outcome(s) or result(s) your project seeks to achieve or substantially contribute toward. Specify measurable indicators that will be used to assess progress and confirm achievement of these outcomes. Additionally, define the critical outputs and intermediate outcomes that logically lead to and support your primary objectives, describing how each step contributes to overall project success.

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### Risks / Challenges

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Briefly describe any potential challenges or risks you foresee in successfully implementing this project. Share your initial ideas or plans for mitigating these challenges to ensure the achievement of intended outcomes.

### Monitoring and Quality Assurance Plan

Briefly outline your plan for monitoring project activities, including how you will track progress and ensure the quality of outputs. Describe specific monitoring tools, processes, or methods you'll use to maintain project standards and effectiveness.

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### Organizational Experience and Team Profile

Briefly describe your organization's experience and expertise related to implementing projects similar to the proposed work. Highlight relevant past projects, accomplishments, or capacities that demonstrate your readiness to successfully carry out this initiative. Provide brief biographies of key team members and information on the team’s structure. Please attach CVs of all key team members as an annex to your submission.

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### Budget

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Describe the key drivers of the proposed budget. Please include the estimated cost per milestone achieved.